CONTROLLING

RUNNING CO MASTER DATA REPORTS

COST CENTER INFORMATION	a) Transaction KS13 (in client PRD 100)
	b) Choose the Cost Center Group radio button
	c) Enter the top node for the agency (the top node is the 4-digit business area)
	d) Click the Execute icon or press F8.
	e) Click the "Choose Display Variant" button. (6th button from the left)
	f) Choose the "/Validate" option.
	g) If you want to print:
	   i) Ctrl-P
	   ii) Output device = G6HP (if you're printing in room G-6)
	   iii) Format = X_44_120
	   iv) Click the Continue button
	h) If you want to download:
	   i) Using the menu at the top of the screen, choose List > Export > Spreadsheet
	   ii) Click through the information box
	   iii) Use "Excel display" and click the green checkmark
	   iv) The information is now in an Excel file. You may format to reflect your preferences.

INTERNAL ORDER INFORMATION	a) Transaction KOK3 (in client PRD 100)
	b) Choose Selection "Variant Business Area"
	c) Click the "Change Selection Criteria" icon. (Looks like a 3-color flower)
	d) Enter the business area for the agency (7th line down)
	e) Click the "Back to Initial Screen" icon. (1st button on the left)
	f) Click the Execute icon or press F8.
	g) Click the "Choose Display Variant" button. (3rd button from the right)
	h) Choose the "/Validate" option.
	i) If you want to print:
	   i) Ctrl-P
	   ii) Output device = G6HP (if you're printing in room G-6)
	   iii) Format = X_44_120
	   iv) Click the Continue button
	j) If you want to download:
	   i) Using the menu at the top of the screen, choose Order list > Export > Spreadsheet
	   ii) Use "Excel display" and click the green checkmark
	The information is now in an Excel file for you to format to reflect your preferences.

CONTROLLING

RUNNING CO MASTER DATA REPORTS

WBS ELEMENTS INFORMATION	a) Transaction S_ALR_87015066 (in client PRD 100)
	 b) If you get a box asking for PS Info Profile, choose the 1st one in the drop-down list (000000000001).
	 c) Click the "Dynamic Selections" button. (4th button from the left)
	 d) Open the Org. Units Definition folder
	 e) Click on "Business Area" and click the "Adopt selected items" button at the bottom
	 f) Enter the Business Area (agency number) and click the "Save" icon.
	 g) Enter an asterisk (*) in the Project field.
	 h) Click the Execute icon or press F8.
	 i) Click the "Choose Display Variant" button. (1st button on the left)
	 j) Choose the "/Validate" option.
	 k) If you want to print:
	    i) Click the right half of the "Print View" button (4th button from the left) and choose the Print Entire Hierarchy option.
	    ii) Output device = G6HP (if you're printing in room G-6)
	    iii) Click the Continue button
	 l) If you want to download:
	    i) Using the menu at the top of the screen, choose Evaluate > Export > Save to File
	    ii) Choose "unconverted" format
	    iii) Enter a menu path and file name, click the Transfer button.
	    iv) You can open the file as a Word document or as an Excel document and format according to your preferences.